

**6. a. (5) Shipping terms - block 12.**

(6) Accounting data - block 9.

(7) Cost breakdown for multiple accounting lines - block 9.

(8) Item description - block 17.

Note: For Service Agreements, ensure that a proper unit of issue is used; MO=Monthly, BM=Bimonthly (every other month), QR=Quarterly, SN=Semiannually, and YR=Yearly. DO NOT use "one job" as a unit of issue for service agreements.

(9) Grand total - block 17i.

(10) Proper invoice MAIL To: instructions - Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115 - block 21.

(11) Contracting Authority name, title, and signature - blocks 22 and 23.

(12) Provide tax exempt information to vendor.

**b. COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE.**

c. Vendors should be instructed to forward original (or certified to be original) itemized invoices to Commercial Invoices, USCG Finance Center, P. O. Box 4115, Chesapeake, VA 23327-4115. Invoices must include both the DTCG/HSCG and document numbers from blocks 3 and 4 of the purchase order.

d. Copies of all Non-FPD generated POs issued for memberships, hotels/lodging, and meals must be forwarded to Commercial Invoices, USCG Finance Center, P.O. Box 4115, Chesapeake, VA 23327-4115 with the applicable paperwork to justify/support the purchase attached. For FPD transmitted purchase orders, the additional justifications must be forwarded with a clearly legible purchase order number printed on each supporting document. Copy of approval documentation citing the document number must be sent to FINCEN (OPB). Memberships must be in the name of the Coast Guard. All memberships, including renewals are subject to review and approval via the service COCO, by MLC(f) for MLC units, Chief of Staffs for District units, Commanding Officer of Headquarters units, or Chiefs of Resource Staffs or equivalent at Headquarters (COMDTINST 4200.13E).

**7. Other Information:**

a. A SF-30 Amendment of Solicitation/Modification of Contract is used to modify or cancel a Purchase Order. Items to note concerning modifications to purchase orders:

(1) Administrative modifications result in no change on a PES report.

(2) A modification that results in a new accounting line will generate a new suffix.

7. a. (3) A modification that results in an increase or decrease to an existing accounting line will generate a transaction code indicating the increase and/or decrease.
  - b. The Coast Guard is exempt from buyer related taxes, and if required, ordering units must provide the vendor with a Tax Exemption Certificate (SF-1094).
  - c. Supply Fund users see Chapter 8 before preparing your purchase orders.
  - d. **SMART PAY PROCEDURE:**
    - (1) Under the **Smart Pay** procedure, document type 23 purchase orders with a total purchase order value of \$25,000 or less will be paid without a receiving report. An exception to this rule is that the receiving reports are required for lodging, Unisys delivery orders, memberships and meals regardless of the dollar value of the purchase order. Upon receipt of an invoice for a purchase order that meets the **Smart Pay** criteria, the invoice will be paid 30 days from the date the invoice was received.
    - (2) **FPD UNITS ARE REQUIRED** to transmit receiving reports for all document type 23s including **Smart Pay** purchase orders.
    - (3) When reconciling PES reports units should be aware that **Smart Pay** purchase orders are being paid without receiving reports. Any PES discrepancies concerning payments made under **Smart Pay** should immediately be reported to the FINCEN (OGP) for corrective action.
    - (4) To ensure that the **Smart Pay** procedures and controls are operating effectively, the FINCEN will conduct a sample review of **Smart Pay** payments each month by issuing receipt confirmation letters to randomly selected field activities. Units in receipt of a **Smart Pay** receipt verification letter must respond within 15 working days by completing and returning the audit letter to FINCEN (FI) and entering the receipt into FPD.
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8. **FPD Information:**
    - a. Obligation, Purchase Order Header, Purchase Order Line Item, and SF-30 information will transmit electronically via **FPD**. DO NOT send a hard copy of any purchase order or SF-30 modification that was transmitted to the FINCEN via **FPD**.